EMSAS Manual

Enhanced Missouri Student Achievement Study (EMSAS) Manual
June 2008

Missouri Department of Higher Education
3515 Amazonas Dr.,
Jefferson City, MO 65109-5717

(573)-751-2361

Table of Contents

Additional Resources Available Online:

- ACT-SAT Concordance Table
- Classification of Instructional Programs (CIP 2000)
- EMSAS comma-separated value (CSV) record layouts
- EMSAS flat file record layouts
- FICE and IPEDS UnitID crosswalk
- Geographic Origin (LOCDOMI) Codes
- Missouri ACT High School Codes

Preface

Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the Enhanced Missouri Student Achievement Study (EMSAS), these collections have proven invaluable in the ongoing analysis and evaluation of postsecondary education in Missouri.

The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, as well as in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the [High School Graduates Performance Report](#) and the [Statistical Summary of Missouri Higher Education](#).

Over the past two decades, EMSAS has undergone many improvements in regard to data quality as well as administrative efficiency. To a large extent, these improvements embody the collective efforts of institutional data coordinators and MDHE staff. Because of these improvements, EMSAS is playing an increasingly important role in assisting strategic planning and policy implementation at both state and institutional levels. It is in this role that we expect the EMSAS will keep providing reliable, timely, and responsive information to help strengthen Missouri higher education to the benefit of students, families, policymakers, and institutions.

Jeremy Kintzel
research associate
Missouri Department of Higher Education
Jeremy.Kintzel@dhe.mo.gov

Data Reporting and Review

EMSAS Collection	*Included Terms*
Current **Fall Enrollment**	Current Census Date Fall Enrollment (e.g. Fall 2007)
Previous Year **Completions**	Summer, Fall, Spring / Winter (e.g. Summer 2006, Fall 2006, and Spring / Winter 2007)
Previous Year **Term Registration**	Summer, Fall, Spring / Winter (e.g. Summer 2006, Fall 2006, and Spring / Winter 2007)

EMSAS files are to be submitted annually by all public institutions and campuses in Missouri. Specific reporting deadlines will be provided by MDHE staff in an annual "Class A" data request letter, to be provided to institutions by June 1 each year in accordance with 6 CSR 10-4.021. In general, however, completions and term registration files are to be provided by mid-September each year, and fall enrollment files are to be provided by mid-October. All files will be reported to the MDHE via SecureFTP, audited, and approved by MDHE staff upon receipt.

Data files may be submitted in one of two formats. Files should be submitted either in flat file or comma-separated values (*.csv) format. Links are provided above to record layouts which should be used by institutions for either format.

Flat file layouts will include a description of each element to be included in the record, its length, and its range (the text columns it should occupy in each line). Some padding may be required in each record, and optional elements, if unreported, should be included as blank space at the prescribed range. Optional elements will be noted in the file layouts.

CSV layouts will include headers for each element in the order in which they should be provided in each student record. Lengths are maximum values for each element; elements need not be padded to their maximum length, although optional elements, if unreported, should be included as empty columns in the prescribed order. Optional elements will be noted in the file layouts.

Where appropriate, data should be exported in a format which preserves leading and trailing zeroes (institutional FICE code, social security number / student campus ID, and CIP code are examples of data elements in which this may be important).

Flat File Record Layouts

Record layouts for flat file submission of Fall Enrollment, Completions and Term Registration Files are printed below. Flat file record layouts are also available here, and Comma-Separated Values (CSV) record layouts are available here.

Completions

Element	Standard Name	Length	Range	Status	Location
File Type	FILETYPE	2	1-2		ERC
FICE College Code	FICECODE	6	3-8		ERC
Term	ACTERM	2	9-10		ERC
Year	CALYEAR	4	11-14		ERC
SSN or Student ID	SOCSEC1	9	15-23		ERC
SSN or Student ID Status	SSTAT1	1	24		ERC
SSN or Student ID	SOCSEC2	9	25-33	(optional)	ERC
SSN or Student ID Status	SSTAT2	1	34	(optional)	ERC
Student ID or Last Name ID	CAMPUSID	10	35-44		ERC
Gender	GENDER	1	45		ERC
Race / Ethnicity	RACE	2	46-47		ERC
Highest Degree Held	HIDEGREE	2	48-49		ERC
Degree Level Conferred	DEGREEC	2	50-51		C
First Major CIP Code	PROGONE	6	52-57		ERC
First Option Code	PGONEOP	4	58-61	(optional)	ERC
Second Major CIP Code	PROGTWO	6	62-67	(optional)	ERC
Second Option Code	PGTWOOP	4	68-71	(optional)	ERC
Last Name	LASTNAME	30	72-101		ERC
First Name	FIRSTNAM	30	102-131		ERC
Middle Initial	MIDDLE	1	132		ERC
Suffix	SUFFIX	5	133-137		ERC
Date of Birth - yyyymmdd	DOBIRTH	8	138-145	(optional)	ERC
MOSIS ID	MOSIS	10	146-155	(optional)	ERC
Hispanic / Latino	RACEA	1	156	(optional)	ERC
Non-Resident Alien	RACEB	1	157	(optional)	ERC
American Indian / Alaska Native	RACEC	1	158	(optional)	ERC
Asian	RACED	1	159	(optional)	ERC
Black / African American	RACEE	1	160	(optional)	ERC
Native Hawaiian / Other Pacific Islander	RACEF	1	161	(optional)	ERC
White / Caucasian	RACEG	1	162	(optional)	ERC
Other / Unknown	RACEH	1	163	(optional)	ERC

Fall Enrollment

Element	Standard Name	Length	Range	Status	Location
File Type	FILETYPE	2	1-2		ERC
FICE College Code	FICECODE	6	3-8		ERC
Term	ACTERM	2	9-10		ERC
Year	CALYEAR	4	11-14		ERC
SSN or Student ID	SOCSEC1	9	15-23		ERC
SSN or Student ID Status	SSTAT1	1	24		ERC
SSN or Student ID	SOCSEC2	9	25-33	(optional)	ERC
SSN or Student ID Status	SSTAT2	1	34	(optional)	ERC
Student ID or Last Name ID	CAMPUSID	10	35-44		ERC
Gender	GENDER	1	45		ERC
Race / Ethnicity	RACE	2	46-47		ERC
Date of Birth - yyyymmdd	DOBIRTH	8	48-55		ERC
Domicile	LOCDOMI	3	56-58		ER
Class Level	CLEVEL	2	59-60		ER
Enrollment Status	STUSTAT	1	61		ER
Highest Degree Held	HIDEGREE	2	62-63		ER
Degree Level Sought	DEGREEST	2	64-65		ERC
First Major CIP Code	PROGONE	6	66-71		ERC
First Option Code	PGONEOP	4	72-75	(optional)	ERC
Second Major CIP Code	PROGTWO	6	76-81	(optional)	ERC
Second Option Code	PGTWOOP	4	82-85	(optional)	ERC
Degree-Seeking Status	DSSTATUS	1	86		ER
Total Term Enrolled/Earned Credit Hours	TOTRMHRE	3 (99v9)	87-89		ER
Full-time / Part-time Override	FTPTOVR	1	90	(optional)	ER
~~Reason for FT / PT Override~~	~~REASOVR~~	1	91	(no longer collected)	ER
Enrolled Full-time Equivalency	FTEE	3 (9v99)	92-94	(optional)	ER
Total Audited Credit Hours	AUDTRME	3 (99v9)	95-97		ER
Cumulative Credit Hours Earned	CUMCREDE	4 (999v9)	98-101		ER
Last Institution Attended	TRANSSCH	6	102-107		ER
Initial Transfer Credits	CRTRAN1E	4 (999v9)	108-111		ER
Total Transfer Credits	CRTRAN2E	4 (999v9)	112-115		ER
MHEC Participant	MHECPRO	1	116		ER
Remedial Math Credit Hours	REMATHE	3 (99v9)	117-119		ER
Remedial English Credit Hours	REENGLE	3 (99v9)	120-122		ER

Element	Standard Name	Length	Range	Status	Location
Remedial Reading Credit Hours	REREADE	3 (99v9)	123-125		ER
Other Non-Credit	NONCOLE	3 (99v9)	126-128		ER
High School Student	HSSTUDNT	1	129		ER
High School Code	HSCODE	6	130-135		E
Year of High School Graduation - yyyymmdd	HSGRDYR	6	136-141		E
High School Class Size	HSCSIZE	4 (9999)	142-145		E
High School Class Rank	HSCRANK	4 (9999)	146-149		E
High School Percentile Rank	HSPRNK	4 (9999)	150-153		E
Core Curriculum Indicator	CORE	1	154		E
Number of High School English Courses	HSENGCRS	2 (9v9)	155-156		E
Number of High School Math Courses	HSMATCRS	2 (9v9)	157-158		E
Number of High School Social Studies Courses	HSSSTCRS	2 (9v9)	159-160		E
Number of High School Science Courses	HSSCICRS	2 (9v9)	161-162		E
Number of HS Visual / Performing Arts Courses	HSVPACRS	2 (9v9)	163-164		E
Number of HS Core Electives	CORELEC	2 (9v9)	165-166		E
American College Testing	ACTENG	2 (99)	167-168		E
ACT Math Subscale Score	ACTMAT	2 (99)	169-170		E
ACT Reading Subscale Score	ACTRED	2 (99)	171-172		E
ACT Science Subscale Score	ACTSCR	2 (99)	173-174		E
ACT Composite Score	ACTCOM	2 (99)	175-176		E
Equated ACT Composite Score	EACTCOM	1 (9)	177	(optional)	E
SAT Verbal Score	SATVER	3 (999)	178-180		E
SAT Math Score	SATMAT	3 (999)	181-183		E
ASSET Writing Skills Score	ASSETWS	2 (99)	184-185	(optional)	E
ASSET Reading Skills Score	ASSETRS	2 (99)	186-187	(optional)	E
ASSET Numerical Skills Score	ASSETNS	2 (99)	188-189	(optional)	E

Element	Standard Name	Length	Range	Status	Location
~~ASSET Study Skills Score~~	~~ASSETSS~~	2 (99)	190-191	(no longer collected)	E
ASSET Elementary Algebra Score	ASSETEA	2 (99)	192-193	(optional)	E
ASSET Intermediate Algebra Score	ASSETIA	2 (99)	194-195	(optional)	E
ASSET College Algebra Score	ASSETCA	2 (99)	196-197	(optional)	E
ASSET Geometry Schol	ASSETGM	2 (99)	198-199	(optional)	E
~~Ability to Benefit Test~~	~~ABTEST~~	2	200-201	(no longer collected)	E
~~Ability to Benefit Test Score~~	~~ABTSCORE~~	3 (999)	202-204	(no longer collected)	E
~~Athletic Code~~	~~ATHLETE~~	1	205	(no longer collected)	E
~~Sport~~	~~SPORT~~	2	206-207	(no longer collected)	
Legal Residence	LEGRES	1	208		E
Course Location	LOCCDF	1	209		E
Number of Foreign Language Courses	FLELECT	2 (99)	210-211		ERC
Last Name	LASTNAME	30	212-241		ERC
First Name	FIRSTNAM	30	242-271		ERC
Middle Initial	MIDDLE	1	272		ERC
Suffix	SUFFIX	5	273-277		ERC
MOSIS ID	MOSIS	10	278-287	(optional)	ERC
Hispanic / Latino	RACEA	1	288	(optional)	ERC
Non-Resident Alien	RACEB	1	289	(optional)	ERC
American Indian / Alaska Native	RACEC	1	290	(optional)	ERC
Asian	RACED	1	291	(optional)	ERC
Black / African American	RACEE	1	292	(optional)	ERC
Native Hawaiian / Other Pacific Islander	RACEF	1	293	(optional)	ERC
White / Caucasian	RACEG	1	294	(optional)	ERC
Other / Unknown	RACEH	1	295	(optional)	ERC

Term Registration

Element	Standard Name	Length	Range	Status	Location
File Type	FILETYPE	2	1-2		ERC
FICE College Code	FICECODE	6	3-8		ERC
Term	ACTERM	2	9-10		ERC
Year	CALYEAR	4	11-14		ERC
SSN or Student ID	SOCSEC1	9	15-23		ERC
SSN or Student ID Status	SSTAT1	1	24		ERC
SSN or Student ID	SOCSEC2	9	25-33	(optional)	ERC
SSN or Student ID Status	SSTAT2	1	34	(optional)	ERC
Student ID or Last Name ID	CAMPUSID	10	35-44		ERC
Gender	GENDER	1	45		ERC
Race / Ethnicity	RACE	2	46-47		ERC
Date of Birth - yyyymmdd	DOBIRTH	8	48-55		ERC
Domicile	LOCDOMI	3	56-58		ER
Class Level	CLEVEL	2	59-60		ER
Enrollment Status	STUSTAT	1	61		ER
Highest Degree Held	HIDEGREE	2	62-63		ER
Degree Level Sought	DEGREEST	2	64-65		ERC
First Major CIP Code	PROGONE	6	66-71		ERC
First Option Code	PGONEOP	4	72-75	(optional)	ERC
Second Major CIP Code	PROGTWO	6	76-81	(optional)	ERC
Second Option Code	PGTWOOP	4	82-85	(optional)	ERC
Degree-Seeking Status	DSSTATUS	1	86		ER
Total Term Enrolled/Earned Credit Hours	TOTRMHRR	3 (99v9)	87-89		ER
Full-time / Part-time Override	FTPTOVR	1	90	(optional)	ER
~~Reason for FT / PT Override~~	~~REASOVR~~	1	91	(no longer collected)	ER
Earned Full-time Equivalency	FTER	3 (9v99)	92-94	(optional)	ER
Total Audited Credit Hours	AUDTRMR	3 (99v9)	95-97		ER
Total Graded Credit Hours	GRDTRMR	3 (99v9)	98-100		R
Cumulative Credit Hours Earned	CUMCREDR	4 (999v9)	101-104		ER
Last Institution Attended	TRANSSCH	6	105-110		ER
Initial Transfer Credits	CRTRAN1R	4 (999v9)	111-114		ER
Total Transfer Credits	CRTRAN2R	4 (999v9)	115-118		ER
MHEC Participant	MHECPRO	1	119		ER
Remedial Math Credit Hours	REMATHR	3 (99v9)	120-122		ER

Element	Standard Name	Length	Range	Status	Location
Remedial English Credit Hours	REENGLR	3 (99v9)	123-125		ER
Remedial Reading Credit Hours	REREADR	3 (99v9)	126-128		ER
Other Non-Credit	NONCOLR	3 (99v9)	129-131		ER
High School Student	HSSTUDNT	1	132		ER
Total Term Quality Points	TOTRMQPT	4 (99v99)	133-136		R
Term Grade Point Average	TRMGPA	3 (9v99)	137-139		R
Cumulative Grade Point Average	CUMGPA	3 (9v99)	140-142		R
Withdrawal Code	WITHDRAW	2	143-144	(optional)	R
~~Athletic Code~~	~~ATHLETE~~	1	145	(no longer collected)	ER
~~Sport~~	~~SPORT~~	2	146-147	(no longer collected)	ER
Last Name	LASTNAME	30	148-177		ERC
First Name	FIRSTNAM	30	178-207		ERC
Middle Initial	MIDDLE	1	208		ERC
Suffix	SUFFIX	5	209-213		ERC
MOSIS ID	MOSIS	10	214-223	(optional)	ERC
Hispanic / Latino	RACEA	1	224	(optional)	ERC
Non-Resident Alien	RACEB	1	225	(optional)	ERC
American Indian / Alaska Native	RACEC	1	226	(optional)	ERC
Asian	RACED	1	227	(optional)	ERC
Black / African American	RACEE	1	228	(optional)	ERC
Native Hawaiian / Other Pacific Islander	RACEF	1	229	(optional)	ERC
White / Caucasian	RACEG	1	230	(optional)	ERC
Other / Unknown	RACEH	1	231	(optional)	ERC

EMSAS Data Element Dictionary

Standard Name*:*   ~~ABTEST~~ (No longer collected)

Description: Ability to Benefit Test
Length: 2

Definition:
Column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:*   N/A

Comments*:*   N/A

Purpose: N/A

Standard Name*:*   ~~ABSCORE~~ (No longer collected)

Description: Ability to Benefit Test Score
Length: 3

Definition:
No longer required, but column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:*   N/A

Comments*:*   N/A

Purpose: N/A

Standard Name*:*   ACTCOM

Description: American College Testing (ACT) Composite Score
Length: 2

Definition:
A 2-digit number indicating the composite score an entering student received on the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled.

Codes*:*
Acceptable values are 01 to 36
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the composite score value the student received on the ACT college admissions test.

ACT/SAT Concordance information is available here.

Purpose:
This element will be used on the DHE 06.

Return to flat file record layout.

Standard Name*:*   ACTENG

Description: American College Testing (ACT) English Subscale Score
Length: 2

Definition:
A 2-digit number indicating the score an entering student received on the English Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.

Codes*:*
Acceptable values are 01 to 36
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the English subscale score the student received on the ACT college admissions test.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ACTERM

Description: Academic Term
Length: 2

Definition:
A 2-digit code to denote the period (academic term) being reported for the accompanying record.

Codes*:*
11 = Summer (End-of-term)
20 = Fall (Census date)
21 = Fall (End-of-term)
31 = Winter (End-of-term)
41 = Spring (End-of-term)

Comments*:*
Code 20 is limited to the Fall Enrollment File, which contains a snap-shot of students enrolled at an institution as fall census date, typically the 20th day of classes.

Codes 11, 21, 31, and 41 are used in the Term Registration File, which contains data on students enrolled as of the date grades are run at the institution in each term, as well as to the Completions File recording the students' conferred awards in the summer, following fall, or spring commencement.

Purpose:
This may be used for the DHE-02, DHE-06, DHE07-1, and DHE07-2.

Return to flat file record layout.

Standard Name*:*   ACTMAT

Description: American College Testing (ACT) Mathematics Subscale Score
Length: 2

Definition:
A 2-digit number indicating the score an entering student received on the Mathematics Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.

Codes*:*
Acceptable values are 01 to 36
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Mathematics subscale score the student received on the ACT college admissions test.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ACTRED

Description: American College Testing (ACT) Reading Subscale Score
Length: 2

Definition:
A 2-digit number indicating the score an entering student received on the Reading Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.

Codes*:*
Acceptable values are 01 to 36
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Reading subscale score the student received on the ACT college admissions test.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ACTSCR

Description: American College Testing (ACT) Science Subscale Score
Length: 2

Definition:
A 2-digit number indicating the score an entering student received on the Science Subscale portion of the American College Testing (ACT) college entrance examination submitted for admissions consideration or attained by the student as a result of an on-campus administration of the ACT after the student has already enrolled. All subscale scores should be reported from the same test administration as the ACT Composite score reported in the ACTCOM column.

Codes*:*
Acceptable values are 01 to 36
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the Science subscale score the student received on the ACT college admissions test.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ASSETCA

Description: ASSET College Algebra Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET College Algebra placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET College Algebra test.

Purpose:
General.

Standard Name*:*   ASSETEA

Description: ASSET Elementary Algebra Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Elementary Algebra placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Elementary Algebra test.

Purpose:
General.

Standard Name*:*   ASSETGM

Description: ASSET Geometry Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Geometry placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Geometry test.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ASSETIA

Description: ASSET Intermediate Algebra Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Intermediate Algebra placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Intermediate Algebra test.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   ASSETNS

Description: ASSET Numerical Skills Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Numerical Skills placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Numerical Skills test.

Purpose:
General.

Standard Name*:* ASSETRS

Description: ASSET Reading Skills Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Reading Skills placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Reading Skills test.

Purpose:
General.

Standard Name*:*   ~~ASSETSS~~ (No longer collected)

Description: ASSET Study Skills Score
Length: 2

Definition:
The ASSET Study Skills Score is no longer offered by ACT. Column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:*   N/A

Comments*:*   N/A

Purpose: N/A

Return to flat file record layout.

Standard Name*:*   ASSETWS

Description: ASSET Writing Skills Score
Length: 2

Definition:
A 2-digit number indicating the score an entering or recently enrolled student received on the ASSET Writing Skills placement exam.

Codes*:*
Acceptable values are 01 to 55
99 = Unknown

Comments*:*
This is the score received from the student or from the American College Testing (ACT) service that specifies the actual value of the score the student received on the ASSET Writing Skills test.

Purpose:
General.

Standard Name*:*   ~~ATHLETE~~ (No longer collected)

Description: ATHLETE Flag
Length: 1

Definition:
No longer required, but column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:*   N/A

Comments*:*   N/A

Purpose: N/A

Standard Name*:*   AUDTRME (Fall Enrollment File)
                    AUDTRMR (Term Registration File)

Description: Total Audited Credit Hours
Length: 3

Definition:
The total number of audited hours reported in this field are those credit hours associated with courses a student is registered in but for which the student will not be receiving semester credits.

Students included in the Fall Enrollment or Term Registration Files who are only recorded as enrolled / registered in audited credit hours (doctoral-level students excluded) will be considered as exclusive auditors.

Codes*:*
Report the actual number of credit hours being audited, with an implied decimal included (99v9). 5 hours being audited would be recorded '050', or 5.0 hours. If the student is taking no credit hours for audit, record '000' in this field.

Comments*:*   N/A

Purpose:
General.

Standard Name*:*   CALYEAR

Description: Calendar Year
Length: 4

Definition:
A 4-digit code to denote the calendar year for the census (Fall Enrollment), end-of-term (Term Registration), or commencement date (Completions) being reported for the accompanying record.

Codes*:*
yyyy

Comments*:*
The year reported is the four digits of the calendar year for which the reported data apply. For example, a fall 1993 enrollment record is coded "1993', a degree conferred record for a degree conferred upon a student during the August 1993 graduation ceremony would also be coded "1993', a degree conferred during the spring 1994 graduation ceremony would be coded '1994'.

Purpose:
This is used for the DHE-02, DHE-06, DHE07-1 and DHE07-2.

Standard Name*:*   CAMPUSID

Description: Campus I.D./Last Name
Length: 10

Definition:
A 10-digit campus student identification number or ten characters of a student's last name.

Codes*:*   N/A

Comments*:*
This data element should be left-justified. If a campus assigns student identification numbers other than the social security number for student identification, record 10 characters of that number in this field. If, however, a campus uses the social security number as the student identifier, record up to 10 capital letters of the student's last name in this field.

Purpose:
The purpose of this data element is to provide the ability to link students' records using this field in conjunction with date of birth (DOBIRTH) should an attempt to match records on the most recent social security number (SOCSEC1) or second most recent social security number (SOCSEC2) fail.

Standard Name*:*   CLEVEL

Description: Class Level
Length: 2

Definition:
A 2-digit code specifying the level of a student's progress toward a degree or certificate in terms of a traditional class designation.

Codes*:*
11 = Freshman
13 = Sophomore
14 = Junior
15 = Senior
16 = Postbaccalaureate student not pursuing professional or graduate degrees
17 = First professional student (law, medicine, veterinary medicine, dentistry, optometry, etc.)
18 = Unclassified undergraduate whose class level is unknown
19 = Unclassified graduate for whom it is not known if the student is at the specialist, master's, or doctoral level
20 = Unclassified first professional student
26 = Specialist degree-level graduate student
36 = Master's degree-level graduate student
46 = Doctoral (PhD, EdD) degree-level graduate student

Comments*:*
If the class level for a newly enrolled or transfer student is not known, then the appropriate Unclassified code is to be used. If the level of a newly enrolled, continuing, or transfer student is known, then the exact class level code is to be reported in this field.

Purpose:
This will be used for the DHE-02, DHE-06, DHE 07-1, and DHE 07-2.

Standard Name*:*   CORE

Description: Core Curriculum Indicator
Length: 1

Definition:
A one-digit code to indicate if a student has the Coordinating Board for Higher Education-recommended high school core curriculum.

Codes*:*
Y = Yes, the student has the CBHE-recommended high school core curriculum as described below.
N = No, the student did not take the CBHE-recommended high school core curriculum as described below and does not have an equivalent level of high school preparation as determined by the institution.
E = The student has less than the CBHE-recommended high school core curriculum but does have an equivalent level of high school preparation as determined by the institution.
U = Unknown or not applicable.
S = 14 of 16 met (in spirit)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Purpose:
This may be used for performance indicators.

Return to flat file record layout.

Standard Name*:*   CORELEC

Description: Number of High School Core Electives in Other Disciplines
Length: 2

Definition:
A 2-digit indicator of the total number of courses, or units, of foreign language study, computer science with a prerequisite of algebra I, state or international history, or signing for the hearing impaired, that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
Record in this field the total number of units of foreign language, computer science with a prerequisite of algebra I, state or international history, or signing for the hearing impaired, defined as one full year of study, that are applicable to the CBHE-recommended high school core curriculum electives. Include an implied decimal (9v9).

For example, a student taking two (2) years of high school German would have a '20' recorded in this field. A student taking three and one-half years of Russian and one year of Spanish would have '45' (4.5 years) recorded in this field.

Comments*:*
This field is required for all first-time undergraduates.

The high school foreign language courses applicable to the Coordinating Board's-recommended high school electives typically include such courses as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10) Spanish.

Any language spoken by citizens of a non-English-speaking country applies to the foreign language elective.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:*   CRTRAN1E (Fall Enrollment)
                                      CRTRAN1R (Term Registration)

Description: Initial Credit Hours a Receiving Institution Accepts in Transfer For a First-time
                                      Transfer Student

Length: 4

Definition:
A 4-digit value specifying the number of credit hours a first-time transfer student receives in transfer from institutions previously attended.

Codes*:*
Record in this field the initial number of transfer credit hours accepted for the student upon enrollment in the student's first term at the institution. An implied decimal exists between the third and fourth digits. All values should be reported with leading zeros. For example, a student with 30 credit hours accepted in transfer would have the value '0300' reported in this field, indicating that 30.0 hours were accepted as transfer credits (999v9).

0000 = No transfer credits recorded / accepted
9999 = Unknown

Comments*:*
Note: this field is limited to the number of transfer credits the student was awarded the first time the student transfers to an institution. Once this field is completed, the value reported should not change.

Purpose:
General.

Standard Name*:*   CRTRAN2E (Fall Enrollment)
                                CRTRAN2R (Term Registration)

Description: Total Transfer Credit Hours Accumulated
Length: 4

Definition:
A 4-digit value specifying the total number of credit hours a student has received, at any time, from an institution other than the institution in which the student is currently enrolled.

Codes*:*
Record in this field the total number of transfer credit hours accumulated by the student before or following enrollment at the institution. An implied decimal exists between the third and fourth digits. All values should be reported with leading zeros. For example, a student with 30 credit hours accepted in transfer would have the value '0300' reported in this field, indicating that 30.0 hours were accepted as transfer credits (999v9).

0000 = No transfer credits recorded / accepted
9999 = Unknown

Comments*:*
Note: this field includes the total of all credit hours a student has accepted in transfer to the institution, not just those credit hours first transferred when the student was a first-time transfer.

If a student is a new transfer in the fall and the institution accepts 36 credits in transfer, both the CRTRAN1R and CRTRAN2R fields would contain the value '360'. Should the student attend another institution the following summer and receives 12 hours of credit that is transferred to the institution, the student record for CRTRAN1R would remain unchanged with a value of '360', however, the additional 12 hours would be added to CRTRAN2R reflecting that the student now has a total of 48 hours, '480', transfer credit hours.

Purpose:
General.

Standard Name*:* CUMCREDE (Fall Enrollment)
                      CUMCREDR (Term Registration)

Description: Cumulative Credit Hours
Length: 4

Definition:
A 4-digit value indicating the cumulative credit hours a student has earned for all the courses taken during the student's collegiate career.

Codes*:*
Record in this field the total number of credits accumulated by the student for the student's entire academic career as recorded by the institution where the student is currently enrolled. This field should include all credit transcripted by the institution, including transfer credit, dual credit, audited credit, and non-college-level credit. An implied decimal exists between the third and fourth digits. Thus, a cumulative credit hour report for 75 credits would be reported as '0750' in this field. A student having completed 118.5 credits would have a value of '1185' recorded in this field (999v9).

Comments*:* N/A

Purpose:
General.

Standard Name*:*   CUMGPA

Description: Cumulative Grade Point Average
Length: 3

Definition:
A 3-digit value indicating the cumulative college grade point average a student has earned for all the courses taken during the student's collegiate career.

Codes*:*
Record in this field the student's cumulative grade point average. An implied decimal exists between the first and second digits. Thus, a cumulative grade point average of 3.0 would be reported as '300'. A cumulative grade point average of 2.25 would be reported in this field as '225' (9v99).

999 = Unknown
000 = The Cumulative Grade Point Average is actually zero (000)

Comments*:*
This field contains the cumulative college grade point average attained by a student for the student's entire academic career as transcripted by the institution where the student is currently enrolled.

Purpose:
General.

Standard Name*:*   DEGREEC

Description: Degree Level Conferred
Length: 2

Definition:
A 2-digit code specifying the level of the degree conferred to a student upon the completion of a degree or other formal award program of study. Note: the codes and definitions used for the Degree Level are the same as those for Highest Degree Held (HIDEGREE) and Degree Level Sought (DEGREEST).

Codes*:*
FA = OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.

11 = CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers a time span of one semester or less.

20 = CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year. Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

21 = CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the successful completion of a course of study or program at the postsecondary level, requiring at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

22 = TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers 2 full-time equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

24 = CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

31 = ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.

32 = ASSOCIATE of SCIENCE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

33 = ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

23 = ASSOCIATE DEGREE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work. This degree consists of all associate degrees with the exception of the AA, AS, and AAS degrees.

25 = BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This

includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed in 3 years.

41 = POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree..

42 = MASTER'S DEGREE: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but no more than 2 academic years of work beyond the bachelor's degree. Any earned academic degree carrying the title of master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation earned after the first professional degree (e.g., LLM, Master in Surgery, MS, Master of Science, MSW, Master of Social Work).

43 = EDUCATION SPECIALIST: A certificate requiring completion of an organized program of not less than 30 semester hours beyond the master's degree and enables persons to become certified as school counselors, school principals, school superintendents, and other specialty areas related to employment in elementary and secondary schools.

44 = POST-MASTERS CERTIFICATE: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level..

45 = DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD and EdD. Not to be included are first professional degrees such as MD or DDS.

60 = FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first professional degree program. A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program should be classified as a lower division student and not as a first professional student.

Comments*:*
Records should report up to two majors per student, provided all awards are conferred at the same degree level, and at the conclusion of the same calendar year and term. Awards at more than one degree level, or in more than one term in the same reporting year, should be reported in separate records. Similar to federal IPEDS reporting, "third majors" and above need not be reported in any single year.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   DEGREEST

Description: Degree Level Sought
Length: 2

Definition:
A 2-digit code indicating the highest degree level a student is currently working toward, and is intending to complete.

Codes*:*
Use all codes listed for DEGREEC (Degree Level Conferred)
UN = Unknown

Comments*:*
Students should be coded according to the highest degree level the student is currently working toward; e.g., students enrolled in concurrent baccalaureate and master's programs should be coded at the master's level (42).

Purpose:
General.

Standard Name*:*   DOBIRTH

Description: Date of Birth
Length: 8

Definition:
An 8-digit indicator of the student's date of birth.

Codes*:*
yyyymmdd

Comments*:*
If the student's date of birth is not known, then zero fill this field. If the date of birth is known, the field should be filled with the first four digits indicating the year of birth, followed by two digits for the numeric abbreviation of the month of birth, followed by the final two digits indicating the day of birth (YYYYMMDD). For example, a date of birth of October 11, 1986 should be coded '19861011'.

DOBIRTH is required in the Fall Enrollment and Term Registration files, but is optional in the Completions file. However, institutions which do not use the student's social security number as a primary identifier in EMSAS reporting should *strongly consider* including DOBIRTH in Completions reporting.

Purpose:
General.

Standard Name: DSSTATUS

Description: Degree-Seeking Status
Length: 1

Definition:
This 1-digit code identifies the status of a student enrolled in courses for credit who is recognized by the institution as seeking, or not seeking, a formal award at the reporting institution. At the undergraduate level, this is intended to include those enrolled in vocational/occupational programs.

Codes:
1 = Degree-Seeking
2 = Non-Degree-Seeking
0 = Unknown

Comments:
This field identifies whether a student is seeking a certificate, diploma, degree, or other formal award at the reporting institution. Students seeking a degree or other formal award are those enrolled in courses for credit and who are recognized by the reporting institution as seeking a degree or other formal award. At the undergraduate level, students enrolled on a full-time basis in vocational or occupational programs leading to a one- or two-year certificate, diploma, or associate degree conferred by the institution should be reported as degree-seeking.

Purpose:
This will be used for the DHE-02, DHE-06, DHE 07-1, and DHE 07-2.

Return to flat file record layout.

Standard Name*:*   EACTCOM

Description: Equated ACT Composite Score
Length: 1

Definition:
This 1-digit code identifies students for whom the ACT Composite Score reported in the ACTCOM field
has been equated based on SAT Math (SATMAT) and SAT Verbal (SATVER) scores.

Codes*:*
1 = Any ACT scores reported for this student are based on ACT testing.
2 = ACT Composite Score (ACTCOM) equated based on SAT testing.
0 = Unknown

Comments*:*
ACT/SAT Concordance information is available here.

Purpose:
This will be used for the DHE-06.

Return to flat file record layout.

Standard Name*:*   FICECODE

Description: FICE College Code
Length: 6

Definition:
The 6-digit FICE code formerly used to identify American colleges and universities.

Codes*:*
See here for a list of FICE codes, where available, for all Missouri institutions.

Comments*:*
Used to identify the institution reporting data to the CBHE and is part of each input record submitted by the institution.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   FILETYPE

Description: EMSAS File Type
Length: 2

Definition:
A 2-digit code that indicates which record is being reported.

Codes*:*
01 = Fall Enrollment
03 = Term Registration
05 = Degree Completion

Comments*:*
This data element indicates the record being submitted and is associated with the respective record layout for the fall enrollment, term registration, and degree completion files.

Purpose:
General.

Standard Name*:*   FIRSTNAM

Description: Student's First Name
Length: 30

Definition:
Reports student's first name.

Codes*:*   N/A

Comments*:*
May include punctuation (e.g. hyphen).

Purpose:
General.

Standard Name*:* FLELECT

Description: Number of High School Foreign Language Courses
Length: 2

Definition:
A 2-digit indicator of the number of courses, or units, of foreign language study, that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
Record in this field the number of units of foreign language, defined as one full year of study, that are applicable to the CBHE-recommended high school core curriculum electives. For example, a student taking two (2) years of high school German would have a '20' recorded in this field. A student taking three and one-half years of Russian and one year of Spanish would have '45' (4.5 years) recorded in this field. Includes an implied decimal (9v9).

99 = Unknown

Comments*:*
This field is required for all first-time undergraduates.

The high school foreign language courses applicable to the Coordinating Board's recommended high school electives typically include such courses as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10) Spanish. Any language spoken by citizens of a non-English-speaking country applies to the foreign language elective.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:* FTEE (Fall Enrollment File)
       FTER (Term Registration File)

Description: Full-Time Equivalent Enrollment
Length*:*   3

Definition:
This field may be used to assign a full-time equivalent enrollment value to first-professional students (but not undergraduate or graduate students), for whom full-time enrollment status may vary by program.

Codes*:*
First-professional students may be coded as to indicate enrollment status. An implied decimal exists between the first and second digits. '100' (1.00) would indicate a full-time first-professional student, '050' (0.50) would indicate a half-time first-professional student, etc (9v99).

Comments*:*   N/A

Purpose:
This will be used for the DHE-02.

Standard Name*:*   FTPTOVR

Description: Full-Time / Part-Time Overrride
Length: 1

Definition:
This field may be used to over-ride the calculated full-time / part-time enrollment status for first-professional students (but not undergraduate or graduate students), for whom full-time enrollment status may vary by program.

Codes*:*
0 = FTPTOVR should not be used to determine student's full-time / part-time enrollment status
1 = Student should be coded / reported as part-time.
2 = Student should be coded / reported as full-time

Comments*:*   N/A

Purpose:
This will be used for the DHE-02.

Standard Name*:*   GENDER

Description: Gender
Length: 1

Definition:
A 1-digit code specifying the gender of the student.

Codes*:*
F = Female
M = Male
U = Unknown

Comments*:*   N/A

Purpose:
General.

Standard Name*:*   GRDTRMR

Description: Total Graded Credit Hours
Length: 3

Definition:
A 3-digit numerical value of the total number of graded credit hours a student is enrolled for or has earned during the term being reported.

Codes*:*
The total number of graded credit hours reported in this field are those credit hours for which a student is expected to receive a letter grade, e.g., A, B, C, D, F. Excluded from the graded term credit hours are those credit hours associated with courses for which a student is expected to receive a grade of Pass/Fail or Satisfactory/Unsatisfactory completion or those credit hours associated with the courses the student is auditing. Thus, in most cases, the total term credit hours (TOTRMHRE or TOTRMHRR) and graded credit hours (GRDTRME or GRDTRMR) will be the same. However, in some instances, the total graded credit hours may be less given the fact that many students take courses Pass/Fail or for some other recognition of course completion other than a letter grade.

Comments*:*
Depending on how an institution treats remedial mathematics, remedial English, remedial reading, non-college-level and dual enrollment credits, these too might be included in this total graded credit hour field. Thus, this field should include the numerical value of the total graded credits the institution has recorded on its files for the student during the term being reported. An implied decimal exists between the second and third digit. A student enrolled for or having earned a total of 16 graded credit hours would have the value '160' recorded. A student taking a total of 9.5 graded credit hours would have a value of '095' recorded in this field.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   HIDEGREE

Description: Highest Degree Held
Length: 2

Definition:
A 2-digit code specifying the highest degree a student has been awarded by either the reporting institution or another institution.

Codes*:*
Please see Degree Level Conferred (DEGREEC) for codes to be used.

Use NA if no college-level degree is held. NA should only be used in the Fall Enrollment and Term Registration file.

NA should not be used in the Completions file. In the case where there is no earlier known degree, the degree being conferred will be the Highest Degree.

Comments*:*
Highest Degree Held is a descriptive piece of information to allow institutions and the CBHE to monitor the extent students are working toward another degree which may be at the same or different level from the degree already held by the student.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   HSCODE

Description: High School Code
Length: 6

Definition:
A 6-digit number that identifies the high school that awards the high school diploma to a student.

Codes*:*
See the following website, http://www.actstudent.org/regist/lookuphs.html, for Missouri High School codes. For all other students, use the following codes:

999995 = A student graduating from an unaccredited high school.
999996 = A student who completed secondary education through home schooling.
999997 = A student admitted on the basis of a passing Ability to Benefit Test.
999998 = A student admitted on the basis of a passing General Equivalency Diploma (GED) examination score.
999999 = Not a high school graduate, does not have a passing GED examination score, an ABT score, or not home-schooled.
U = Unknown/Out-of-State High School Students

Comments*:*
This field is required for all first-time undergraduates. The American College Testing (ACT) codes are used for Missouri public and private high schools.

Out-of-State High School students should be reported as a U.

Purpose:
General.

Standard Name*:*   HSCRANK

Description: High School Class Rank
Length: 4

Definition:
A 4-digit value indicating the ranked position of the reported student's high school graduating class.

Codes*:*
0000=Unknown

Comments*:*
This field is the ranked position of the student among his or her high school graduating class. This field is required for all first-time undergraduates.

If the student is ranked first in his or her high school graduating class, this field should be coded as '0001'. If the student is ranked 350 from the top of his or her high school graduating class, this field should be coded '0350'. If a student's high school class rank is not known, this field should contain zeros ('0000').

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   HSCSIZE

Description: High School Class Size
Length: 4

Definition:
A 4-digit value indicating the number of students in the reported student's high school graduating class.

Codes*:*
0000=Unknown

Comments*:*
This field is the number of students in the high school graduating class for the reported student. This field is required for all first-time undergraduates..

Example: If there were 375 students in the high school graduating class, this field should contain the value '0375'. If the high school class size is not known, this field should contain zeros ('0000').

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   HSENGCRS

Description: Number of High School English Courses
Length: 2

Definition:
A 2-digit indicator of the total number of high school English courses or units the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university. One unit equals a year-long course.

Codes*:*
99 = Unknown

Include an implied decimal (9v9)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Example: A student with three and one-half units of high school English would have '35' recorded in this field.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:*   HSGRDYR

Description: Year of High School Graduation
Length: 6

Definition:
A 6-digit indicator identifying the calendar year and month in which the student completed their secondary education.

Codes*:*
000000 = Unknown

Comments*:*
These six digits indicate both the calendar year and the month in which the student completed their secondary education. The first four digits are for the calendar year which is followed by two digits for the month of high school graduation (YYYYMM). This field is required for all first-time undergraduates.

For example, a student graduating from high school, passing a General Equivalency Diploma or Ability to Benefit Test in June 2007 would have coded in this field 200706; a student completing their secondary education in December 2005 would have coded in this field a 200512.

Purpose:
General.

Standard Name*:*   HSMATCRS

Description: Number of High School Mathematics Courses
Length: 2

Definition:
A 2-digit indicator of the total number of courses, or units, of high school mathematics that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
99 = Unknown

Include an implied decimal (9v9)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Example: A student taking three (3) years of high school mathematics would have a '30' recorded in this field. A student with 2 and one-half years of mathematics applicable to the CBHE-recommended high school core curriculum would have '25' recorded in this field.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:*   HSPRNK

Description: High School Percentile Rank
Length: 4

Definition:
The percentile rank associated with a student's rank within the student's high school graduating class.

Codes*:*
9999 = Unknown

Include an implied decimal (999v9)

Comments*:*
Required for all first-time undergraduates and for transfer students with 23 or fewer credit hours accepted in transfer by the institution to which a student has transferred.

Example: A high school percentile rank of 88 should be coded in this field as '0880'. A high school percentile rank of 86.5 should be coded as '0865'. A student graduating first among their classmates should have a high school percentile rank of one (1000).

Purpose:
This element may be used for the DHE-06.

Standard Name*:*   HSSCICRS

Description: Number of High School Science Courses
Length: 2

Definition:
A 2-digit indicator of the total number of courses, or units, of high school science that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
99 = Unknown

Include an implied decimal (9v9)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Example: A student taking two (2) years of high school science would have a '20' recorded in this field. A half year of science would be coded '05'.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:*   HSSSTCRS

Description: Number of High School Social Studies Courses
Length: 2

Definition:
A 2-digit indicator of the total number of courses, or units, of high school social studies that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
99 = Unknown

Include an implied decimal (9v9)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Example: A student taking three (3) years of high school social studies would have a '30' recorded in this field. A student with one and one-half years of course work would have the value '15' coded in this field.

Purpose:
This element may be used to collect high school core data.

Standard Name*:* HSSTUDNT

Description: High School Student
Length: 1

Definition:
A 1-digit code to identify students who are still enrolled in high school and have not received, at the time of reporting, a high school diploma and are enrolled in college-level classes at the reporting institution.

Codes*:*
Y = Yes, the student being reported is enrolled in high school and has not received a high school diploma.
N = The student being reported is not enrolled in high school at the time of reporting.
U = Unknown

Comments*:*
This field includes students enrolled in dual enrollment and dual credit courses either offered on-campus or in the high school as well as high school students enrolled in on-campus courses for other reasons.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   HSVPACRS

Description: Number of High School Visual/Performing Arts Courses
Length: 2

Definition:
A 2-digit indicator of the total number of courses, or units, of high school visual and performing arts that the student took which apply to the CBHE-recommended high school curriculum for admission to a Missouri public four-year college or university.

Codes*:*
99 = Unknown

Include an implied decimal (9v9)

Comments*:*
This field is required for all first-time undergraduates.

For the high school graduating classes of 2008 and 2009, the CBHE Recommended High School Core Curriculum is available here (see Attachment D).

For the high school graduating classes of 2010 and beyond, the CBHE Recommended High School Core Curriculum is available here.

Example: A student taking one (1) year of high school visual/performing arts would have a '10' recorded in this field. A student with one-half year of visual and performing arts would have '05' recorded in this field.

Purpose:
This element may be used to collect high school core data.

Return to flat file record layout.

Standard Name*:* LASTNAME

Description: Student's Last Name
Length: 30

Definition:
Reports student's last name.

Codes*:* N/A

Comments*:*
May include punctuation (e.g. hyphen).

Purpose:
General.

Standard Name*:*   LEGRES

Description: Legal Residence
Length: 1

Definition:
A 1-digit code in the Fall Enrollment file specifying a student's present legal residence as determined in accordance with the Residency Policy of the Coordinating Board and used as the basis for institutional fee assessment policies.

Codes*:*
1 = in-state (four-year institutions) or In-district (two-year institutions)
2 = In-state but out-of-district (two-year Institutions only)
3 = Out-of-state

Comments*:*
Please note that the coding scheme contains two categories for four-year institutions and three categories for two-year institutions. For four-year institutions, this data element should be coded as either in-state or out-of-state; for two-year institutions, three categories apply: (1) in-district, (2) in-state but out-of-district, and (3) out-of-state.

Purpose:
General.

Standard Name*:*   LOCCDF

Description: Course Location
Length: 1

Definition:
For the Fall Enrollment file, it is used to classify a student as on- or off-campus, or in- or out-of-district, based on the location where the majority of his/her credit hours are taken.

Codes*:*
1 = On-campus (four-year institutions) or in-district (two-year institutions)
3 = Off-campus (four-year institutions) or out-of-district (two-year institutions)
5 = Distance Learning (for students who take the majority of their credit hours through on-line courses)

Comments*:*
A student is to be classified as on- or off-campus for four-year institutions, and as in- or out-of-district for community colleges. The optional code for distance learning is reserved for those who take the majority of their credit hours through on-line courses. Students who enroll / register in exactly 50 percent of credit hours on-campus or in-district should be coded '1'.

Purpose:
This will be used for the DHE-02.

Return to flat file record layout.

Standard Name*:*   LOCDOMI

Description: Domicile
Length: 3

Definition:
A 3-digit code specifying the geographic origin of a student at the time of initial admission to the institution as a first-time student or first-time transfer student.

Codes*:*
See here for a table of LOCDOMI codes.
990 = Unknown.

Comments*:*
If the student is a Missouri resident, use a county code to indicate the domicile. If the student's domicile is somewhere other than Missouri, use the code for the state or territory to identify the student's domicile.

This code should not change for undergraduate students; however, out-of-state undergraduate completers at Missouri institutions who re-enroll as graduate or first-professional students may be coded as Missouri students, provided all requirements of CBHE policy on student residency have been met.

Purpose:
This will be used for the DHE-02.

Return to flat file record layout.

Standard Name*:*   MHECPRO

Description: Midwest Higher Education Commission Student Exchange Program Participant
Length: 1

Definition:
A 1-digit code used to identify students from other states who are attending a Missouri college or university through the Midwest Higher Education Commission Student Exchange Program.

Codes*:*
1 = Student is NOT a participant in the Midwest Higher Education Exchange Program
2 = Student IS a participant in the Midwest Higher Education Exchange Program
0 = Unknown

Comments*:*   N/A

Purpose:
General.

Standard Name*:*   MIDDLE

Description: Middle Initial
Length: 1

Definition:
Reports student's middle initial.

Codes*:*   N/A

Comments*:*   N/A

Purpose:
General.

Return to flat file record layout.

Standard Name*:* MOSIS

Description: MOSIS ID
Length: 10

Definition:
A 10-digit unique student identifier assigned to all students in Missouri public schools by the Missouri Department of Elementary and Secondary Education (DESE).

Codes*:* N/A

Comments*:*
Optional: may be reported if available.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   NONCOLE (Fall Enrollment File)
                    NONCOLR (Term Registration File)

Description: Other Non-College-Level Credit Hours
Length: 3

Definition:
A 3-digit numerical value of the number of credit hours a student is enrolled for or has attempted in non-college-level courses during the term being reported.

Codes*:*
The number of credit hours in non-college-level courses, other than remedial math, English, or reading, taken by or attempted by a student during the term being reported. An implied decimal exists between the second and third digit (99v9).

Comments*:*
Non-college-level courses are those hours enrolled for (Fall Enrollment file), or attempted (Term Registration file), in courses for which college credit is not transcripted, e.g. certain vocational / technical or recreational courses. Remedial coursework should *not* be reported in this field.

A student enrolled for 6 credit hours in non-college-level courses would have the value '060' recorded. A student taking 3.5 credit hours in non-college-level courses would have a value of '035' recorded in this field.

Purpose:
General.

71

Standard Name*:* PGONEOP

Description: First Major Field of Study Option Code
Length: 4

Definition:
A 4-digit numerical code assigned to an option code within the student's declared first major program of study (PROGONE).

Codes*:*
0000 = Unknown / N/A

Comments*:* N/A

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   PGTWOOP

Description: Second Major Field of Study Option Code
Length: 4

Definition:
A 4-digit numerical code assigned to an option code within the student's declared second major program of study (PROGTWO).

Codes*:*
0000 = Unknown / N/A

Comments*:*   N/A

Purpose:
General.

Standard Name*:*　　　PROGONE

Description:　　　First Major Field of Study CIP Code
Length:　　　　　6

Definition:
A 6-digit code to indicate the declared first major or program of study in which the student is pursuing, or has completed, a degree.

Codes*:*
See here for further information on Classification of Instructional Programs (CIP) codes.
900000 = Undeclared

Comments*:*
If the student is pursuing, or has completed, one degree with two majors, code the second major in the second program field (PROGTWO).

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   PROGTWO

Description: Second Major Field of Study CIP Code
Length: 6

Definition:
A 6-digit code to indicate the declared second major or program of study in which the student is pursuing, or has completed, a degree.

Codes*:*
See here for further information on Classification of Instructional Programs (CIP) codes.
Field may be left null for students without a declared second major.

Comments*:*   N/A

Purpose:
General.

Return to flat file record layout.

Standard Name: RACE

Description: Race / Ethnicity
Length: 2

Definition:
A 2-digit code specifying the race/ethnicity of the student.

Codes:
10 = African American

20 = American Indian / Alaskan Native

30 = Caucasian

40 = Hispanic

50 = Asian / Pacific Islander

60 = Non-Resident Alien

70 = Other

90 = Unknown

Comments:
The U.S. Department of Education has mandated a revised system of reporting of race / ethnicity, which will impact reporting of students, faculty and staff in federal IPEDS reporting. In response to these changes, EMSAS reporting will transition to a new system of reporting. Further information on the new guidelines is available here and here.

In fall 2008, 2009, and 2010, institutions may use *either* the single RACE column to report student race / ethnicity in the Fall Enrollment, Term Registration, and Completions files, or the multiple race / ethnicity columns (RACEA-RACEH) corresponding to revised federal reporting.

Beginning with fall 2011 EMSAS reporting, use of the multiple race / ethnicity columns (RACEA-RACEH) will be required for all institutions reporting EMSAS data. Accordingly, reporting using the new categories will apply to 2011 Fall Enrollment, 2010-2011 Term Registration, and 2010-2011 Completions. The current single column (RACE) will either become a placeholder or be deleted.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   RACEA - RACEH

Description: Race / Ethnicity
Length: 1 (Each Element)

Definition:
A series of 1-digit codes specifying identification of the student with any of a series of racial / ethnic groups.

Codes*:*
Each element should be coded Y/N as applicable:

RACEA = Hispanic / Latino
RACEB = Non-Resident Alien
RACEC = American Indian / Alaska Native
RACED = Asian
RACEE = Black / African American
RACEF = Native Hawaiian / Other Pacific Islander
RACEG = White / Caucasian
RACEH = Other / Unknown

Comments*:*
The U.S. Department of Education has mandated a revised system of reporting of race / ethnicity, which will impact reporting of students, faculty and staff in federal IPEDS reporting. In response to these changes, EMSAS reporting will transition to a new system of reporting. Further information on the new guidelines is available here and here.

In fall 2008, 2009, and 2010, institutions may use *either* the single RACE column to report student race / ethnicity in the Fall Enrollment, Term Registration, and Completions files, or the multiple race / ethnicity columns (RACEA-RACEH) corresponding to revised federal reporting.

Beginning with fall 2011 EMSAS reporting, use of the multiple race / ethnicity columns (RACEA-RACEH) will be required for all institutions reporting EMSAS data. Accordingly, reporting using the new categories will apply to 2011 Fall Enrollment, 2010-2011 Term Registration, and 2010-2011 Completions. The current single column (RACE) will either become a placeholder or be deleted.

Purpose:
General.

Return to flat file record layout.

Standard Name*:* ~~REASOVR~~ (No longer collected)

Description: Reason for full-time / part-time override
Length: 1

Definition:
No longer required, but column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:* N/A

Comments*:* N/A

Purpose: N/A

Standard Name*:*   REENGLE (Fall Enrollment File)
                                 REENGLR (Term Registration File)

Description: Remedial English Credit Hours
Length: 3

Definition:
A 3-digit numerical value of the number of remedial English credit hours a student is enrolled for or attempted during the term being reported.

Codes*:*
Report the total number of credits enrolled for (Fall Enrollment file), or attempted (Term Registration file) in remedial English / writing courses. An implied decimal exists between the second and third digits (99v9).

999 = Unknown

000 = None / N/A

Comments*:*
A student enrolled for 6 remedial English credit hours would have the value '060' recorded in this field. A student taking 3.5 remedial English credit hours would have a value of '035' recorded in this field.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   REMATHE (Fall Enrollment File)
                              REMATHR (Term Registration File)

Description: Remedial Math Credit Hours
Length: 3

Definition:
A 3-digit numerical value of the number of remedial math credit hours a student is enrolled for or attempted during the term being reported.

Codes*:*
Report the total number of credits enrolled for (Fall Enrollment file), or attempted (Term Registration file) in remedial math courses. An implied decimal exists between the second and third digits (99v9).

999 = Unknown

000 = None / N/A

Comments*:*
A student enrolled for 6 remedial math credit hours would have the value '060' recorded in this field. A student taking 3.5 remedial math credit hours would have a value of '035' recorded in this field.

Purpose:
General.

Standard Name*:*   REREADE (Fall Enrollment File)
                                   REREADR (Term Registration File)

Description: Remedial Reading Credit Hours
Length: 3

Definition:
A 3-digit numerical value of the number of remedial reading credit hours a student is enrolled for or attempted during the term being reported.

Codes*:*
Report the total number of credits enrolled for (Fall Enrollment file), or attempted (Term Registration file) in remedial reading courses. An implied decimal exists between the second and third digits (99v9).

999 = Unknown

000 = None / N/A

Comments*:*
A student enrolled for 6 remedial reading credit hours would have the value '060' recorded in this field. A student taking 3.5 remedial reading credit hours would have a value of '035' recorded in this field.

Purpose:
General.

Standard Name*:*   SATMAT

Description: SAT Math Subscore
Length: 3

Definition:
A 3-digit number indicating the score an entering student received on the mathematics portion of the Scholastic Aptitude Test (SAT) submitted for admissions consideration.

Codes*:*
Acceptable values are 000 to 800
999 = Unknown or not applicable

Comments*:*
This is the score received from the student or from the Educational Testing Service that specifies the actual value of the mathematics score the student received on the Scholastic Aptitude Test. SAT subscale scores should be reported from the same test administration.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   SATVER

Description: SAT Verbal Subscore
Length: 3

Definition:
A 3-digit number indicating the score an entering student received on the verbal portion of the Scholastic Aptitude Test (SAT) submitted for admissions consideration.

Codes*:*
Acceptable values are 000 to 800
999 = Unknown or not applicable

Comments*:*
This is the score received from the student or from the Educational Testing Service that specifies the actual value of the verbal score the student received on the Scholastic Aptitude Test. SAT subscale scores should be reported from the same test administration.

ACT/SAT Concordance information is available here.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   SOCSEC1

Description: SSN or Student ID (Primary)
Length: 9

Definition:
A student's social security number or student ID most recently provided to the institution.

Codes*:*   N/A

Comments*:*
If the student has not provided the institution with a social security number, or does not have a social security number (e.g., a nonresident alien), record an institutionally assigned student identification number in this field as well as in the CAMPUSID field. The Primary SSN or Student ID Status (SSTAT1) field should be set to '2'.

If an incorrect social security number is originally reported and later the institution receives the student's true social security number, the incorrect social security number, originally reported as SOCSEC1 should be moved to the Second Most Recent Social Security Number (SOCSEC2) field and the true or correct social security number should be reported in the Most Recent Social Security Number (SOCSEC1) field on all subsequent records.

Purpose:
General.

Standard Name*:* SOCSEC2

Description: SSN or Student ID (Secondary)
Length: 9

Definition:
A student's previously provided social security number or student ID.

Codes*:* N/A

Comments*:*
Complete this field if the student's social security number has been changed during the student's enrollment at the institution submitting the report (e.g., the original social security number reported in the SOCSEC1 field was assigned by the institution or was incorrect).

If the institution has only used one unique student identifier for the student in the files submitted to the CBHE, then this field should be zero filled.

Purpose:
General.

Standard Name*:* ~~SPORT~~ (No longer collected)

Description: Sport
Length: 2

Definition:
No longer required, but column(s) should be included in flat file or CSV submissions to maintain file structure.

Codes*:*
N/A

Comments*:*
N/A

Purpose:
N/A

Return to flat file record layout.

Standard Name*:*   SSTAT1

Description: Most Recent Social Security Number Status
Length: 1

Definition:
The 1-digit value that indicates whether the Most Recent Social Security Number (SOCSEC1) is assigned by the institution or is an actual social security number.

Codes*:*
1 = The Most Recent Social Security Number (SOCSEC1) is NOT assigned by the institution and is believed by the institution to be the student's actual social security number.

2 = The Most Recent Social Security Number (SOCSEC1) IS assigned by the institution.

Comments*:*
N/A

Purpose:
General.

Return to flat file record layout.

Standard Name*:* SSTAT2

Description: Second Most Recent Social Security Number Status
Length: 1

Definition:
The 1-digit value that indicates whether the Second Most Recent Social Security Number (SOCSEC2) was a number originally assigned by the institution or was a social security number originally reported in error or incorrectly.

Codes*:*
1 = The Second Most Recent Social Security Number (SOCSEC2) is zero filled.
2 = The Second Most Recent Social Security Number (SOCSEC2) is a number previously used as the Most Recent Social Security Number (SOCSEC1).

Comments*:*
N/A

Purpose:
General.

Standard Name*:* STUSTAT

Description: Enrollment Status
Length: 1

Definition:
A 1-digit code specifying the enrollment status of a student with respect to the student level for the period reported.

Codes*:*
1 = First-time student
2 = Transfer student (First semester at the institution only)
3 = Continuing student
4 = Readmitted student
0 = Unknown (Includes students currently in high school)

Comments*:*
First-time students include those undergraduates who have never attended any college or those who enrolled for the first time in a graduate program. Students who entered college or enrolled in a graduate program for the first time in the prior summer term may be re-coded as first-time students in the fall term. Also included as first-time students are those who entered with advanced standing (college credits earned before graduation from high school.)

Continuing students are continuing their studies at the reporting institution. Those who were classified as first-time students in the fall, for example, are to be classified as continuing students in the following spring semester. Students coded as transfers or readmitted in the previous semester would also be coded as continuing students for the subsequent registration period.

Transfer students are those undergraduates or graduates who were enrolled in a different college or university during a prior semester or academic term and the term being reported is the first registration of the student at the reporting institution. The first time a student enrolls as a transfer student, the student's enrollment status should be coded '2' for transfer student. In subsequent semesters, the student's enrollment status should be coded '3' for continuing student.

A readmitted student is a student who either dropped out or stopped out of the reporting institution for any reason who completed a full application to the institution for readmission.

Purpose:
Used for the DHE-02, DHE-06, DHE 07-1, and DHE 07-2.

Standard Name*:*   SUFFIX

Description: Suffix of name (e.g. Jr., Sr., etc.)
Length: 5

Definition:
Reports student's suffix, if applicable.

Codes*:*   N/A

Comments*:*
May include punctuation (e.g. period).

Purpose:
General.

Standard Name*:*   TOTRMHRE (Fall Enrollment File)
                          TOTRMHRR (Term Registration File)

Description: Total Term Enrolled/Earned Degree Credit Hours
Length: 3

Definition:
The total number of hours creditable toward a formal award enrolled for credit by the student as of the institution's reporting census date for the reported academic term or semester (Fall Enrollment File) or earned by the student by the end of the term being reported (Term Registration File).

Codes*:*
Include an implied decimal (99v9)

Comments*:*
This field should include the numerical value of the total hours creditable toward a formal award which the institution has recorded on its files for the student during the term being reported. Remedial / developmental, audited, and other non-college credits should not be reported here.

Example: A student enrolled for a total of 16 hours creditable toward a formal award would have the value '160' recorded. A student taking a total of 9.5 credit hours would have a value of '095' recorded in this field.

This field cannot be left blank.

Purpose:
General.

Return to flat file record layout.

Standard Name*:*   TOTRMQPT

Description: Total Term Quality Points
Length: 4

Definition:
A 4-digit value indicating the total number of quality, or honor, points (based on a letter grade of a being equal to 4) a student is awarded for the grades received from the courses completed and graded during the term reported.

Codes*:*
9999 = Unknown

Include an implied decimal (99v99)

Comments*:*
Based on an institution's grading scale, this field contains the total quality points (generally based on a letter grade of A being equal to 4, a grade of B being equal to 3, a grade of C being equal to 2, a grade of D being equal to 1, and a grade of F being equal to 0) attained by a student in all graded credit for the academic term being reported.

Example: If the total quality points were 36, this field would contain a value of '3600'. A total of 28.5 quality points would be reported as '2850'.

Purpose:
General.

Standard Name*:*   TRANSSCH

Description: Last Institution Attended by a Transfer Student
Length: 6

Definition:
The 6-digit federal FICE code or IPEDS UnitID for the most recent institution from which the student transferred.

Codes*:*
000000 = Unknown
IPEDS and FICE codes, as available, are detailed here.

FICE codes may also be searched via the online FAFSA application (select a School Year in the first question, and Search or Verify option in the second question, and then select Next).

Comments*:*
This data element applies to all transfer students, including both new and continuing students.
Institutions should report the FICE or IPEDS UnitID of the last institution attended by a transfer student.

The institutional code for the last institution from which the student transferred should be reported in both fall enrollment and term registration files.

Purpose:
This element may be used on the DHE 07-2 form.

Return to flat file record layout.

Standard Name*:*   TRMGPA

Description: Term Grade Point Average
Length: 3

Definition:
A 3-digit value indicating the college grade point average a student receives for the courses taken or completed and graded during the term being reported.

Codes*:*
999 = The Term Grade Point Average is not available at the time of reporting
000 = The Term Grade Point Average is actually zero (000)

Include an implied decimal (9v99)

Comments*:*
This field contains the college grade point average attained by a student for the term being reported.

Example: A term grade point average of 3.0 would be reported as '300'. A term grade point average of 2.25 would be reported in this field as '225'.

Purpose:
General.

Standard Name*:*   WITHDRAW

Description: Withdrawal Code
Length: 2

Definition:
A 2-digit code to indicate that a student had formally withdrawn from school by the end of the term being reported and was no longer attending any classes at the end of the term.

Codes*:*
WD = Withdrew from all classes
NA = Not Applicable

Comments*:*
This field indicates that a student has gone through the institution's formal withdrawal procedures and has discontinued attending classes during the term being reported.

Purpose:
General.